

CFC Emergency Response Procedures

CFC Floor Warden Responsibilities and Staff Guidelines

Notes from 2018 Floor Warden Training Session

Emergency Evacuations

Be assertive and aggressive in making sure everyone evacuates immediately.

Do not call or wait for confirmation that it is not a false alarm. By law, everyone must evacuate when the alarm sounds. Make sure they do so immediately.

Leave power on to all equipment. Evacuate immediately.

Do not take the elevators – these will be disabled in an emergency / when the alarm sounds. Take the nearest stairwell.

All persons should be safely outside the building within a couple minutes of the alarm sounding.

At the safe refuge area, floor wardens (or a designated appointee) must confirm the names of the evacuees they are in charge of.

Ensure physically challenged individuals are assisted to the nearest safe stairwell. Here they can wait for assistance.

All physically challenged staff members need to be on building management's list so that rescue personnel know to look for these individuals in the stairwells on the 9th floor.

If someone is too injured to be moved or make it down the stairwell, tell them you are going for help and/or that help is on the way and get yourself to safety.

The CFC's safe refuge area is the southwest corner of Hollywood Blvd and N Sycamore Ave.

Floor Wardens are responsible for ensuring every staff member evacuates the office immediately unless it is safer to remain in place.

Remain at the safe refuge area until the Floor Warden is informed that it is safe to reenter the building.

Stairwells

During alarm conditions, every 5th floor must be unlocked. Per building management: the 5th and 10th floors are always unlocked from inside the stairwells. If the ground level exit is blocked, walk back up to the 5th floor and attempt to go down and exit through the other stairwell. If the stairwell is blocked between the 5th and 10th floors, walk up to the 10th floor and attempt to go down and exit through the other stairwell.

Stairwells are pressurized. Do not prop stairwell doors open. This can cause the stairwells to act as chimneys.

In Case of Earthquake

During an earthquake, everyone should duck, cover, and hold. Keep your eyes closed in case of flying debris.

Check your area for injuries, smoke, and fire. Also confirm which stairwell exits are safe to use. (Send one person to stairwell one and a second person to stairwell two to confirm stairwells are still intact and have them report back.)

Decide whether it's safer to stay put or evacuate. If there's any sign of smoke or fire, evacuate immediately.

Earthquake safe refuge areas should not be near tall buildings, power lines, etc.

In the event of a major earthquake / damage, congregate in areas where there are the largest number of people – these areas will be more easily spotted and where emergency services will be most likely to make supply drops. Stay in groups.

Suggest to staff that they have walking shoes, bottled water, a supply of medications, etc. on hand in case of an emergency.

Medical Emergencies

In case of medical emergencies, first call 911.

All medical emergencies must be reported to the Building Fire Safety Director – Management.

Bomb Threats

Building management will let us know if there's a bomb threat, but we decide whether or not to evacuate. In this way, the liability is not on building management for deciding whether or not to evacuate and when to let us back in.

Upon discovery of any suspicious object you should never move or cover it and inform the Building Fire Safety Director – Building Management.

Fire Extinguishers

Using a fire extinguisher is optional.

When using a fire extinguisher, you must have been trained to use one. You must also have someone with you to watch where the smoke is going.

Aim the fire extinguisher at the front (opposite side of the object from you) and base of the object on fire, not at the flames.

Roof Access

According to building management, both stairwells have roof access. However, if at all possible, proceed to the ground level using one of the stairwells. Going to the roof should only be a last desperate action (due to difficulty of roof rescues and path of smoke pouring out of building).